

# Joint Base Lewis-McChord

## “Transient” Training Unit SOP

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SECTION 1 Planning Training .....	3
1-1. Scope and Purpose .....	3
1-2. Proponent Agency .....	3
1-3. Training Requests .....	3
1-4. Training Request Process .....	4
SECTION 2 Installation Support .....	5
2-1. Funding .....	5
2-2. DFAC, Class 3 Support .....	5
2-3. American Red Cross (ARC) .....	5
2-4. AAFES .....	6
2-5. Medical Support .....	6
2-6. Okubo Dental Clinic .....	6
2-7. Religious Support .....	6
2-8. Directorate of Public Works (DPW) .....	6
2-9. 404th AFSB Logistics Readiness Center .....	8
SECTION 3 Training and Operations Enablers .....	9
3-1. Range Support .....	9
3-1. Environmental Protection .....	9
3-2. Demolitions .....	9
3-3. Historic and Cultural Preservation .....	9
3-4. Ammunition, Explosives and Chemicals - Class V .....	9
3-6. Gray Army Airfield (GAAF) .....	10
3-7. Weather Support .....	10
3-8. Mission Training Complex .....	10
3-9. Western Regional Training Support Center (WRTSC) .....	10
3-10. Safety .....	10

## SECTION 1 Planning Training

### 1-1. Scope and Purpose.

a. This SOP provides information, policy, and guidance for nonresident units of JBLM, to include U.S. Military Sister Services, U.S. National Guard, U.S. Army Reserve, foreign allied military units, federal/state/local law enforcements agencies and others, to plan and conduct training activities on the installation. These nonresident units will be referred to as “transient” training units for the purposes of this SOP.

b. This SOP provides an overview of JBLM capabilities and the processes units must follow in order to secure required installation support for their training. Units must follow this SOP, submit timely and accurate forms for requesting services and complete all support services procurements directly with the directorate or agency they are requesting support from.

c. This SOP is not applicable to individuals at JBLM for training.

### 1-2. Proponent Agency.

a. The proponent agency for this SOP is the Commander, Joint Base Lewis-McChord. The Directorate of Plans, Mobilization, Training and Security (DPTMS), Training Division provides the management of the basic intake services process. Users are invited to submit comments and suggested improvements DPTMS Training Division, 253-966-2866. Visit JBLM’s website for additional information, maps and more at <http://www.lewis-mcchord.army.mil/>.

b. Proponent for ANRG and USAR support is the I Corps Total Force Directorate.

c. Proponent for Canada, Australia, Korea and Japan units training is the respective Liaison Officer (LNO).

1) Canada:

2) Japan:

3) Australia:

4) Korea:

d. Proponent for any ROTC or JROTC requirements is 8 BDE CC

e. DPTMS Training Division is the proponent for remaining requirements not covered in Para 1-2b, c, or d.

f. Units are expected to be as self-sufficient as possible when in a training status at JBLM or at its sub-installations. Property and supplies in the possession of units at home station that are required for training should be brought to the training site unless specifically prohibited by other directives.

### 1-3. Training Requests.

a. Any unit wanting to train at JBLM and requiring support from JBLM Installation and/or Mission elements needs to send the Training request through DPTMS Training Division for initial screening as to supportability.

b. All training requests and follow on paperwork will be submitted and managed though the following:

1) Training Division SharePoint Web Page

([https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient\\_Training/SitePages/Home.aspx](https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient_Training/SitePages/Home.aspx)) for all Common Access Card (CAC) enabled users

2) Training Division Home Page (<http://www.lewis-mcchord.army.mil/DPTMS/training/training.htm>) for non-CAC enabled users.

c. Initial training requests (HJB 469) will be submitted to the email groups on one of these pages 180 days prior to the requested support dates. The initial request will be analyzed by PW Housing (Billeting), LRC/G4 (meals support) and any required training enablers (Range/Training Areas and Mission Training Complex) for an interim determination of supportability. If all four agree to an initial reservation (for required services), a reservation will be entered in the Tracking System. The unit will then be responsible for completing all required support arrangements NLT 90 days prior to projected arrival date.

d. Foreign Allied Military Units. Allied foreign military units will provide initial requests through the appropriate I Corps Liaison Office (LNO) if one is available. Requests will be submitted from the LNOs (Australia, Japan, Korea and Canada) through the SharePoint site per Para 1-3b. All requesting units must ensure proper coordination with the I Corps Foreign Disclosure Office, 253-477-1379, has been conducted and a Foreign Visit Request is submitted in accordance with established governmental agreements prior to submitting Training Requests.

e. ROTC units, including JROTC units, must submit initial Training Requests through 8 BDE for validation prior to submittal to the Transient training sites.

f. Other Agencies. Nonmilitary agencies and any organizations involving minors must contact JBLM legal at (253) 477-1873 prior to making any training requests. Currently Joint Ethics Regulation 2-301b, a punitive provision states: "Federal Government resources, including personnel, equipment, and property, shall be used by DoD employees for official purposes only." If allowed, every minor would need a Hold Harmless Agreement completed by their guardian and be sponsored by a military unit. A 1:1 ratio of minor to military member is needed at all times on ranges and training areas. After completing legal review, submit Training Requests as described in Para 1-3b.

#### 1-4. Training Request Process.

a. All forms and requirements are located at the Training Division Home Page (<http://www.lewis-mcchord.army.mil/DPTMS/training/training.htm>) or at the Training Division SharePoint Site ([https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient\\_Training/SitePages/Home.aspx](https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient_Training/SitePages/Home.aspx)). Download the following products:

- 1) Transient Training Standard Operating Procedures (SOP) – a guide to the process of obtaining required support services for unit training
- 2) HJB 469, Transient Training Support Request (TTSR) - defines the number of personnel training, dates of requests, specific services and training enablers required and unit contact information
- 3) DFAC Support Memorandum with Memo Insert – Template for requesting meal services
- 4) DA Form 5913 – Strength and Feeder Report
- 5) DFAC By-Name Roster Spreadsheet Template

b. Submit the initial HJB 469 to DPTMS Training Division to DPTMS Training Division (See SharePoint site for address: [https://army.deps.mil/army/cmds/imcom\\_usag6/JBLM-w/dptms/TD/transienttraining/SitePages/Home.aspx](https://army.deps.mil/army/cmds/imcom_usag6/JBLM-w/dptms/TD/transienttraining/SitePages/Home.aspx)). Ensure the TTSR and DFAC Support Memo are as detailed as possible in order to receive all necessary support elements on time. All training requests must be submitted NLT 180

days prior to scheduled arrival. Interim approval or denial of the request will come within 2 weeks of submission to Training Division.

c. After interim approval is gained, the unit will then have Direct Liaison Authority (DIRLAUTH) with each required supporting agency to complete all required paperwork NLT 90 days prior to arrival. All paperwork will be completed in the Unit Folders available at the Training Division SharePoint Page: ([https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient\\_Training/SitePages/Home.aspx](https://home.army.mil/sites/cnt/jblm/dptms/trgdiv/Transient_Training/SitePages/Home.aspx)). Confirmation and assignment will be posted on the SharePoint site in the Transient Training Tracker.

d. Timelines (Days Prior to Arrival)

1) 180 Days – Submit initial Transient Training Support Form to email routing list identified on the Training Division Transient Training Website or the Transient Training SharePoint Site.

2) 90 Days – Final completion of all required paperwork for support except for Range Support and MTC. All final documentation will be loaded to the SharePoint site in respective unit folders for those with Common Access Cards (CAC). All others will submit directly to the group mailbox.

3) 180 Days – Submit Range and Land requests to Range Support Branch via Range Facility Management Support System (RFMSS)

4) 90 Days – Finalize and approve all late requests for training

5) 120 Days – Contact RM to set up reimbursable accounts

6) 90 Days – Training Aids, Devices, Simulators and Simulations (TADSS) request due to TSC for any BDE size events

7) 70 Days – Training Coordination request (TCR) due to Mission Training Complex

8) 60 Days – TADSS request due to TSC for BN size events

9) 30 Days – Inside 30 days support request requires first General Officer in Chain of Command request and I Corps DCG-O approval

10) 30 Days – TADSS request due to TSC for CO size events

11) 15 Business Days – Begin contracts with Range

12) 10 Business Days – No initial requests or changes to existing requests will be approved

13) 7 Days – ADVON team arrives from unit to complete support coordination requirements

## **SECTION 2 Installation Support**

2-1. Funding. Units will contact the JBLM Resource Management (RM) office, 253-966-7272, NLT 120 days prior to the start of training to ensure proper financial arrangements have been made. All support services shall be provided on a reimbursable basis.

2-2. DFAC, Class 3 Support. Dining Facility and Food Support. Dining facility support can be reached at 253-967-1650. If your unit requires after hours dining facility support, contracted support can be reached at 253-967-5984. JBLM does not provide Mermite containers for field food services.

2-3. American Red Cross (ARC). The ARC Field Office at JBLM can be contacted at (253) 967-4288/7686. The American Red Cross' primary function for transient training

personnel is verification of and communication assistance for reporting emergencies. For emergencies after duty hours call toll free (877) 272-7337.

2-4. AAFES. Operates the Clothing Sales Store at JBLM. The annex at YTC carries a small amount of issue items. RC/ARNG members are entitled to purchase uniform clothing and equipment in the quantities required for immediate mobilization. All authorized sales are IAW AR 700-84.

2-5. Medical Support. Routine sick call will be provided at the Department of Family Practice, Acute Care Team, located in the Madigan Medical Mall, room G-64-C1, (253)968-4624. Troop Medical Clinic (TMC) support based on assigned units and those units without a (TMC) or Battalion Aid Station (BAS). A DD Form 689 (Individual Sick Slip) is required for all personnel (SGT and below). The DD Form 689 will be signed by the commander or authorized representative.

a. Units located in the JBLM-North area should report to Okubo Clinic, Building #11582, (253) 966-1991, utilizing the same hours of operation listed above.

b. Emergencies are seen at the MAMC, (253) 968-1390 or 911, 24 hours daily; if a paramedic and ambulance is needed in the installation area, use the 911-phone number. Phones connected to the JBLM exchange will connect with JBLM emergency services. Cellular phone users dialing 911 will be connected with the local area emergency operator. State where you are on JBLM and that it is an emergency, then the operator will connect you with MAMC.

c. Medical Evacuation (MEDEVAC) procedures are outlined in JBLM Reg 350-30 and JBLM Reg 350-31 (YTC). Soldiers in maneuver areas will be knowledgeable in obtaining MEDEVAC support. Refer to JBLM Reg 350-30 and 350-31 for more detailed instructions.

d. MAMC and TMCs are not authorized to provide supported units with any medical supplies. Medical supplies should be requisitioned through normal MUSARC/TAG supply channels. Routine physicals must be accomplished at home station. MAMC does not have resources to support requests.

2-6. Okubo Dental Clinic. Building 11572 on North Fort, (253) 967-4615/4989, provides dental sick call from 0700-0900 Monday through Friday. Emergency dental care is provided any time throughout the normal duty day at any dental clinic on base. After normal duty hours and on weekends and holidays, emergency dental care is provided at the MAMC ER.

2-7. Religious Support. The religious services of JBLM include various religious denominations. The service schedules can be obtained from the Main Chapel. Reserve Component unit chaplains will contact the AT Project Chaplain through the JBLM Main Base Chaplain's Office for facilities and support, (253) 966-7490, (253) 967-3718.

2-8. Directorate of Public Works (DPW). Located in Building 2012 at 2012 Liggett Ave, Box 339500 MS17, Joint Base Lewis-McChord, WA, 98433-9500. DPW provides the following support: chemical latrines; dig permits; refuse; recycling; environmental guidance; and more. You can find contact information, forms, and a link to their CAC enabled site at <http://www.lewis-mcchord.army.mil/publicworks/> .

a. Chemical Latrines. Public Works provides, through a contract with Skookum Educational Programs, portable latrines and hand wash stations. This includes ADA accessible latrines. To order latrines and hand wash stations please contact Skookum directly at 253-912-2015 (phone), or 253-912-4306 (fax), or via email at sanitation@skookum.org. A written Request Form will be required to be e-mailed or faxed to the contractor. Skookum needs a minimum of 10 working days to process latrine requests. Allow one day set-up and one day pick-up in addition to actual usage dates. Latrines will be placed between 0730 and 1600 hours. Skookum does not operate on the weekends and holidays.

b. When ordering latrines customers must provide the following information:

- 1) Unit (if applicable)
- 2) Point of Contact and Alternate Point of Contact
- 3) How many and what type of latrines
- 4) How many hand wash stations (if applicable)
- 5) Location: Skookum may require a map for exact location

c. Latrines must be placed in a safe, flat, location that is accessible by Skookum's service vehicles.

d. If the location is inside a restricted area, then arrangements must be made to escort Skookum worker(s) in and out of the area. Please ensure the escort is onsite to meet the contractor to avoid delays. Note: If a customer requires facilities to be relocated once a latrine or hand wash station is placed, additional fees may apply

e. FORSCOM Units should order latrines through their G4/S4 Per FAR part 8 and OPOD 117-13, Skookum is the only authorized contractor to provide latrines for Government agencies and Units on Joint Base Lewis-McChord.

f. Skookum provides latrines only for the Joint Base Lewis-McChord area, which includes Yakima Training Center. Skookum does not support areas outside of this, such as Sea-Tac for example. For any questions, complaints or other issues please contact the COR at 253-966-3286.

g. A written Chemical Request Form will be required to be e-mailed or faxed to the contractor. Skookum needs a minimum of 5 working days to process latrine paperwork. Allow one day set-up and one day pick-up in addition to actual usage dates. Latrines will be placed between 0730 and 1600 hours.

h. Dig Permits. The dig requestor is responsible for marking proposed dig site with white paint and will thereafter be responsible for maintaining all marked color lines in accordance with national standards as they were laid down by the UULC and other utility owners for life of the dig permit. Non-maintenance of marked color lines will result in the need for a new dig permit request.

i. National Utility Standards markings:

- 1) White - Proposed Excavation
- 2) Pink - Temporary Survey Markings
- 3) Red - Electric Power Lines, Cables, Conduit & Lighting Cables
- 4) Yellow - Gas, Oil, Steam, Petroleum or Gaseous Materials
- 5) Orange - Communication, Alarm or Signal Lines, Cables or Conduit
- 6) Blue - Potable Water
- 7) Purple - Reclaimed Water, Irrigation & Slurry Lines
- 8) Green Sewers & Drain Lines

j. Refuse and Recycling. Units must coordinate with DPW for dumpster and recyclable bins while training at JBLM. Containers are available for use in the

cantonment areas and in training on a reimbursable basis. For special events and container requirements contact recycling outreach coordinator at 966-6444. Allow up to five days for container delivery after approval.

k. All requests must be submitted in writing using this Customer Service Agreement Form via email to [usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil](mailto:usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil)

l. Environmental. Their mission is to facilitate the Joint Base Lewis-McChord (JBLM) by protecting and enhancing the environment through education, leadership and stewardship. Implement programs to ensure compliance with multiple environmental laws. It includes clean-up of past contamination, management of current environmental hazards, pollution prevention, and conservation of natural resources. Compliance with JBLM Reg 350-30, JBLM Reg 200-1, JBLM Reg 55-2, AR 40-5 and FM 21-10 is essential. Call the Environmental Office, (253) 967-5337, Hazardous Substance Support, (253) 967-3268, or Utilities Division, (253) 967-1684, for further information.

m. Non-DOD Use of JBLM Real Property. A real estate agreement will be issued by the Corps of Engineers covering the use of real property (land and buildings) by all non-DoD activities. Written use requests will be provided to the Director of Public Works Real Property Branch, (253) 967-7211, NLT 180 days prior to the desired dates. The request should include the dates, estimated number of personnel and the desired real property. The Real Estate Agreement takes up to 4 months to process and includes an administrative fee.

2-9. 404th AFSB Logistics Readiness Center. Exercises authority over and develops plans and policies for all installation Logistics activities, Supply, Maintenance, Transportation and Materiel Readiness. LRC customer service can be reached at 253-967-3901. Information can also be found at <http://www.lewis-mcchord.army.mil/logistics/index.html>

a. Vehicles and Driver Certification. Vehicles requests will require the completion of a Request for Motor Transportation form provided by LRC. Contact TMP at 253-967-6150 to receive specific instructions. Drivers are not provided by JBLM. Units must send their certified drivers prior to the unit's transportation needs in order to get certified to drive on JBLM. Drivers are required to show proof of driver's certification in order to schedule JBLM check ride at 253-967-4603.

b. Transportation Division: (Area code 253)

- 1) Unit Movements: 967-4629
- 2) Passenger Travel (Official): 967-6070
- 3) Transportation Motor Pool (TMP): 967-4897
- 4) Commercial Freight: 967-7707

c. Supply Division:

- 1) Central Issue Facility: 966-1227
- 2) Hazardous Material Control Center: 966-0460
- 3) Quality Assurance Surveillance Ammo (QASA): 966-6669
- 4) Ammunition Supply Point: 967-6675
- 5) Installation Food Services: 966-6336
- 6) Consolidated Installation Property Book Office: 967-5321
- 7) B XK Stock Record Account: 967-7746
- 8) Laundry Services: 967-5443
- 9) Warehousing & Material Handling / DRP / RTM / DODAAC's: 967-7334
- 10) Class VII Vehicle Yard: 967-5614

11) Warehousing/Storage, Packing/Crating: 966-3334

12) Weapons Storage: 967-5516

### **SECTION 3 Training and Operations Enablers**

3-1. Range Support. Requests for training areas and ranges must be coordinated by Battalion level or higher. Requests received directly from Company level or lower will be returned. JBLM live fire ranges, non-firing training facilities, and maneuver training areas are described in JBLM Reg 350-30. Some training facilities require a contract between the unit and Range Support Branch. Units that schedule facilities with a required contract must conduct a formal visit with Range Support Branch NLT 14 working days prior to their event. You can find more contact information, maps, environmental guidance, forms, and more at <http://www.lewis-mcchord.army.mil/DPTMS/training/range/range.htm>. Requests for use of the JBLM range and training area complex are submitted through the Range Facility Management Support System (RFMSS). Customer requests must be submitted NLT 180 days prior to the event. Requests received inside this window will be scheduled subject to availability of the area/facility.

3-1. Environmental Protection. JBLM has an active environmental protection program. Compliance with JBLM Reg 350-30, JBLM Reg 200-1, JBLM Reg 55-2, AR 40-5 and FM 21-10 is essential. Call the Environmental Office, (253) 967-5337, Hazardous Substance Support, (253) 967-3268, or Utilities Division, (253) 967-1684, for further information.

3-2. Demolitions. Units training with demolitions on JBLM must be within the limits specified in JBLM Reg 350-30, Ch.10, and in compliance with the CG's policy letter on Training with Demolitions on JBLM.

3-3. Historic and Cultural Preservation. Any troops locating archaeological or historical sites should contact the PW, Environmental Office, (253) 967-5337/5646, and give the location and description of what can be seen. No site will be disturbed (JBLM Reg 200-1).

3-4. Ammunition, Explosives and Chemicals - Class V. JBLM has an ammunition holding area (AHA) for the purpose of allowing units to store selected ammunition items for a short period of time not to exceed 96 hours unless prior approval is obtained from the Chief, LRC Supply Service Division. See the "JBLM ASP and AHA External SOP" for procedures. Units must coordinate the use of the AHA from the ASP. The AHA is available 7 days per week, 24 hours per day and provides units with flexibility in management of training ammunition. The AHA is .2 miles south of the ASP (See JBLM Reg 700-20, change 3, para 4-5 and App. B, Ammunition Routes).

1) The JBLM ASP is located at Building M0001, east of the Logistics Center at grid coordinates ET379164. Routes to and from the ASP are in JBLM Reg 700-20. b. The hours of operation are M-F 0730-1700. The customer hours for issue and turn-in are M-W, F 0900-1530. Contact the ASP at (253) 967-6675.

3-5. Radio Frequencies. Only frequencies assigned by JBLM are authorized for use at JBLM. Contact Frequency Management Officer, Bldg 2027, (253) 967-0967.

3-6. Gray Army Airfield (GAAF). Capable of handling all Army aircraft and Air Force transport aircraft up to and including C-17 and C-5. The Air Traffic Control Tower is open 24 hours per day, 5 days per week except federal holidays, or as published by Notice to Airmen (NOTAM). Weekend operations are limited to 8 hours each day (0900-1700). Flight Operations Branch is open same as ATC hours (253) 967-6628 except federal holidays or as published by Notice to Airmen (NOTAM).

1) All aviators using JBLM airspace must be familiar and comply with local flying rules: JBLM Reg 95-1, JBLM Reg 350-30, and JBLM Reg 95-23.

3-7. Weather Support. Daily planning weather forecasts may be obtained for JBLM at (253) 967-2689, and for YTC by contacting Range Support Branch.

3-8. Mission Training Complex. The MTC serves JBLM units, units around the Army (AC and RC), and units from services with a framework and infrastructure for mission planning, rehearsals, and execution of training. It serves as a digital training range, supporting training events and mission execution by linking live, virtual, and constructive (immersive) training environments and providing battlefield visualization. You can find the full catalog of their services and calendar of events at <http://www.lewis-mcchord.army.mil/DPTMS/training/mtc.htm> .

3-9. Western Regional Training Support Center (WRTSC). The WRTSC is located in Building 1401, (253) 967-7901/7919. MILES equipment is located in Building 1401, (253) 967-2467. Each unit is responsible for drawing and turning in items from WRTSC. You can find more contact information, guidance, forms, and more at <http://www.lewis-mcchord.army.mil/DPTMS/training/wrtsc/wrtsc.htm> .

3-10. Safety. The prevention of accidents and injuries is a command responsibility. Every commander is responsible for assuring that their unit activities and operations are conducted to standard, and with the lowest achievable residual risk.

a. Commanders will follow the risk management guidance in JBLM Pam 385-1-1 for tactical training and operations.

b. Commanders will ensure they have appointed and trained unit safety personnel, IAW AR 385-10, paragraph 2-2f. These personnel will be identified, with local contact information, to the TSB prior to the start of training.

c. Unit safety representatives will attend the mandatory safety briefing and other specific orientations at Range Support Branch prior to drawing individual ranges.

d. Unit range Officers-in-Charge (OIC) and Range Safety Officers (RSO) must be certified by the unit commander per JBLM Reg 350-30 and JBLM Reg 350-31 for YTC.

e. Personnel participating in running and marching formations for physical training at JBLM will ensure that their formations follow the requirements in JBLM Reg 385-1 and JBLM Reg 350-30 for these formations, and use only the approved routes in JBLM Reg 350-2. Particular attention must be given to the requirements for periods of reduced visibility, road crossings, paved roads, and housing areas. Platoon and larger formations will designate and maintain a minimum of four road guards. No vulgar language will be used at any time.

f. In the event of an either on or off-duty accident, AR 385-40, FORSCOM Reg 385-1, JBLM Reg 385-7 and JBLM Reg 210-15, provide the necessary guidance for reporting and submitting reports.

g. Radioactive items of supply. Commanders of units coming to JBLM or sub-installations will:

h. Provide a consolidated inventory of equipment containing radioactive isotopes to either the Installation Radiation Safety Officer (IRSO), in the Installation Safety Office, Bldg 2007, JBLM, or to the YTC Safety Manager, Bldg 221, Yakima Training Center, immediately upon arrival. This inventory will be accomplished using the Serial Numbers of the equipment and be verified by the commander.

i. Provide advance notice to and coordinate with the IRSO for any special label shipments of radioactive items coming to JBLM or its sub-installations.

j. Account for all radioactive items. A missing piece of equipment containing radioactive isotopes will result in a complete search and re-inventory of the unit radioactive items and reporting to the next higher headquarters. If the search does not turn up the mission equipment, the IRSO will be notified within 24 hours the loss. Commanders will prepare the report of survey and provide copy of draft report to the IRSO within 5 days of the discovery.

k. Follow the instructions of the IRSO for information to be gathered for reporting missing radioactive items. The IRSO will notify the Command Group, inform the Army license holder within 24 hours and prepare the Command response memorandum to license holder within 10 days of notification.